



## **Bidding Documents**

### **Pre-Qualification of Contractors/ Firms for Renovation and Refurbishment of HBFC Offices / Branches**

**May, 2019**



HBFC/HOK/GSD/2019/1877

Date: 10-05-2019

**Invitation for Bids (IFB)**

House Building Finance Company Limited (HBFC) is country's premier housing finance institution providing affordable financing solutions to low-middle income groups of population. HBFC invites sealed bids for:

- **Pre-Qualification of Contractors/ Firms for Renovation and Refurbishment of HBFC Offices / Branches**

The firms must be registered with relevant tax authorities and appear on the active taxpayers list of FBR. Bidding documents containing detailed terms & conditions are available at HBFC's website: [www.hbfcl.com](http://www.hbfcl.com). The pre-qualification notice is also available at PPRA's website [www.ppra.org.pk](http://www.ppra.org.pk)

Sealed bids must be delivered at the address given below on or before 27-05-2019 at 11:00 am which will be opened on same day at 11:30 am in the presence of bidders' representatives (who choose to attend) at the meeting room of General Services Department, House Building Finance Company Limited, 3<sup>rd</sup>Floor, Finance and Trade Centre, Shahrah-e-Faisal, Karachi. Late/incomplete/ conditional bids will not be entertained.

HBFC reserves the right to accept or reject any or all bids in compliance with the relevant clause of PPRA Rules, 2004.

Head  
General Services Department  
House Building Finance Company Limited  
3<sup>rd</sup> Floor, FTC Building, Shahrah-e-Faisal, Karachi  
Tel: 021-35641739

## **A. General**

### **1. Scope of Bid**

House Building Finance Company Limited , having its principal place of business at 3<sup>rd</sup> Floor, FTC Building, Shahrah-e-Faisal, Karachi, hereinafter called "Company", invites sealed bids from tax registered eligible Bidders for **"Pre-qualification of Contractors/ Firms for Renovation and Refurbishment of HBFC Offices / Branches"**.

### **2. Cost of Bidding**

The Bidder shall bear all costs associated with the preparation and submission of its bid, and the HBFC will in no case be responsible or liable for those costs.

## **B. Bidding Documents**

### **3. Contents of Bidding Documents**

Bidders are expected to examine all instructions, forms, terms, specifications, and other information in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or to submit a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

### **4. Amendment of Bidding Documents**

- i. At any time prior to the deadline for submission of bids, the Company may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the Bidding Documents. Later amendments on the same subject modify or replace earlier ones.
- ii. Amendments will be provided in the form of Addenda to the Bidding Documents, which will be sent in writing to all prospective Bidders that received the Bidding Documents from the Company. Addenda will be binding on Bidders. Bidders are required to immediately acknowledge receipt of any such Addenda. It will be assumed that the amendments contained in such Addenda will have been taken into account by the Bidder in its bid.
- iii. In order to afford prospective Bidders reasonable time in which to take the amendment into account in preparing their bids, the Company may, at its discretion, extend the deadline for the submission of bids consistent with provision of Rule 27 of PPR-2004.

## **C. Submission of Bids**

### **5. Deadline for Submission of Bids**

- i. Bids must be received at the address specified in Bid Data Sheet not later than the time and date specified in the Bid Data Sheet.
- ii. The Company may extend the deadline for submission of bids by issuing an amendment, in which case all rights and obligations of the Company and the bidders previously subject to the original deadline will then be subject to the new deadline.

### **6. Late Bid**

Any Bid received by the Company after the deadline will be returned unopened to the Bidder.

## **D. Bids Opening and Evaluation**

### **7. Bids Opening**

The Company will open all bids, in public, in the presence of Bidders' representatives who choose to attend, at the time, on the date and at the place specified in the Bid Data Sheet. Bidders' representatives shall sign a register as proof of their attendance.

### **8. Code of Conduct**

It is the Company's policy to require that Consultant/ Service Providers, Suppliers, and Contractor under Company-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. Under Rule 19 of PPR-2004, the Company can blacklist bidders found to be indulging in corrupt or fraudulent practices. Such barring action shall be duly publicized and communicated to the PPRA.

Following mechanism and manner for permanently or temporarily bar a delinquent bidder, from participating in procurement proceedings will be followed as per guidance of HBFC management:

<b>Nature of Offense/Fault</b>	<b>Means of Verification</b>	<b>Proposed Action under Rule 18</b>
Corruption	Actual instance verifiable as per law of land and applicable rules and regulations of HBFC.	Permanent blacklisting.
Fraud	Cross verification of documentary undertaking submitted by Contractor/ Bidder/ Supplier/Consultant.	Blacklisting for 3-5 years (depending on severity of fraud)

Collusion	Results of Bid/Proposal analysis resulting in substantive evidence of collusion.	Blacklisting for 3 years.
Performance Deficiencies	Documented evidence in form of consistent performance deficiencies and notices of performance deficiencies not suitably responded or defended by contractor/bidder/supplier/ consultant.	Blacklisting for 1-2 years. (Depending on severity of non-performance).

Pursuant to Rule 7 of PPR-2004 bidders shall be required to sign an Integrity Pact in accordance with prescribed format attached hereto.

**9. Company's Right to Reject All The Bids**

The Company reserves the right to annul the bidding process and reject all bids at any time prior to award of contract as per PPRA rules.

**10. Overriding Effect of PPR-2004**

Whenever in conflict with these documents the stipulation of PPRA-2004 as internally adopted by Company shall prevail.

### **E. Bid Data Sheet**

The following specific data for services to be procured shall complement, supplement or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over ITB.

<b>S.No</b>	<b>Details</b>
1.	Pre-Qualification of Contractors/ Firms for Renovation and Refurbishment of HBFC Branches Ref No. HBFC/HOK/GSD/2019/1877
2.	<b><u>Contact Information and Communication</u></b>  The contact detail for all correspondence in relation to this bid is as follows: Name: Anees Ahmad Khan Designation: Assistant Manager HR-GSD Email: <a href="mailto:anees.ahmad@hbfc.com">anees.ahmad@hbfc.com</a> Address: House Building Finance Company Limited, Head Office, 3rd Floor, Finance & Trade Centre, Shahrah-e-Faisal, Karachi. Phone: +92 21 35641717
3.	Bidder/Firm who is black listed by any government organization will not be eligible to participate in the bidding/procurement process.
4.	The Contract "is not" subject to price adjustment. However, any subsequent legislation enacted, changes in the rate of any indirect tax, levy of additional tax or duty during the currency of contract that impacts the contract price would be equally accounted for by both the parties of the contract i.e. in case of increase or decrease in the rates of the said taxes and duties or levy of any new tax or duty, the contract price would be adjusted accordingly.
5.	The Company's address for the purpose of bid submission is:  Head-General Services Department, House Building Finance Company Limited, 3 <sup>rd</sup> Floor, Finance and Trade Centre, Shahrah-e-Faisal, Karachi, Pakistan Telephone No: 021-356417139
6.	The deadline for submission of bids shall be 27-05-2019 at 11:00 am.  Bids will be opened on 27-05-2019 at 11:30 pm at the following address:  House Building Finance Company Limited, 3 <sup>rd</sup> Floor, Finance and Trade Centre, Shahrah-e-Faisal, Karachi –Pakistan.
7.	Bidders have to submit bids with Complete Requirements. Late/ incomplete / conditional bids will not be entertained. Bids with material deviation, exception, objection, conditionality or reservation will be rejected. Bids submitted late will be rejected.

## **Scope of Work**

House Building Finance Company Limited (HBFC) intends to pre-qualify the Contractors / Firms for the renovation / refurbishment of its Branches across the country (approximately 10 in the year, 2019). The scope of work includes Civil, Plumbing, Electrical, Furniture & Fixtures, HVAC, Electrical supply backups, CCTV, Local Area Networking & Fire Fighting System etc.

## **Minimum Eligibility / Qualification Criteria**

S. No	Eligibility Criteria	Relevant Evidences / Documents Required	Bidder's Assessment		Page Reference
			Yes	No	
1.	Nature of the company with year of establishment (Minimum 05 years)	Copy of Incorporation Certificate for the Registration of Firm.			
2.	Registration with Tax Authorities	National Income Tax Number / Sales Tax Registration Number / proof of being on Active Tax Payer List (ATL) of FBR			
3.	Details of similar works executed in last 05 years	Completion certificates of the work executed indicating scope of work, approximate cost and time of completion			
4.	Details of similar works in hand (Minimum 02)	Work Orders			
5.	Average yearly turnover of Rs. 10 million during last 05 years	Audited Financial Reports or Tax returns for last 05 years			
6.	The bidders must submit an undertaking that they are compliant to prevailing and applicable laws of Pakistan	Undertaking on stamp paper			
7.	Affidavit that the firm has not been blacklisted by the government / semi-government / autonomous body or debarred by any organization	Undertaking required on stamp paper of Rs. 200/=			

**Note**

- *The Bidders will be checked for the conformity of the requirements as per the table mentioned above.*
- *All those bidders who are found conforming to the requirements as mentioned above will be considered as technically compliant.*
- *The Bidders / Firms should provide its profile to verify its offices across the country.*